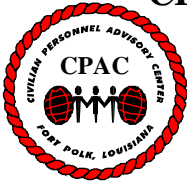




JOINT READINESS TRAINING CENTER AND FORT POLK
CPAC, NON-APPROPRIATED FUND (NAF)
FORT POLK, LOUISIANA 71459-5341



*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"*



NAF NEWS BULLETIN
NUMBER 4

SEPTEMBER 2001

YOUR SERVICING NAF CIVILIAN PERSONNEL UNIT (CPU)

Your Civilian Personnel Advisory Center (CPAC) Director has responsibility for providing administrative staff supervision over the NAF personnel program. Your NAF CPU serves as a liaison between employees and management. If you have questions concerning personnel matters, you may either call or visit the NAF CPU. If you want to visit the office during duty hours, make sure you have your supervisor's permission to leave your place of duty.

PERSONNEL RECORDS

An official personnel folder (OPF) is established at the CPAC, NAF CPU at the time you enter on duty. It contains a complete record of your NAF work history. Performance ratings, personnel actions, disciplinary actions, letters of commendation, orders, and other authorized documents are a part of the permanent file. You will be provided copies of all documents as they are processed. It is recommended that you establish and maintain your own personal file of these documents. You have the right to review your official personnel file in the presence of a NAF personnel office representative. You must promptly report any changes such as, address change, name change, or change in beneficiary to your NAF CPU who will ensure that payroll and employee benefits are notified of your changes.

JOB OPPORTUNITIES

NAF positions are usually filled by use of a job vacancy system administered by your NAF personnel office. Job posting is a formal program for listing position vacancies, as they occur. If a position is advertised and posted, it is considered to be a competitive recruitment action.

Vacancy announcements are posted on employee bulletin boards located at your activity. The details of the jobs, including selection criteria/requirements and instructions about applying for the position, appear on the vacancy announcement. You are encouraged to apply for any positions for which you believe you are qualified. Appropriate forms are available from your servicing NAF CPU.

PROBATION

The purpose of the probationary period is to afford a final test of the employee's ability and fitness for the position as demonstrated by actual performance on the job.

Each individual receiving an initial appointment to a regular full-time or regular part-time position is required to serve a one year probationary period. Individuals with prior service in a Department of the Army Nonappropriated Fund Instrumentality are required to serve a new probationary period upon reemployment in a regular full-time or regular part-time position if the break in service exceeds 3 years. Service in a DoD position paid from appropriated funds counts toward

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completion of the probationary period only if the NAF appointment was without a break in service of more than 3 days.

An employee may be separated during probation for failure to demonstrate the skills and character traits required of the position

PERFORMANCE RATINGS

Employees serving under a regular appointment, and flexible employees in the NF pay system, will be issued a performance evaluation and rating plan. The system was established to evaluate the quality of employee performance on a continuing basis against realistic performance requirements. Employees are advised of requirements of their jobs, evaluated on their performance, recognized for exceptional performance, and provided necessary information in order to improve performance where identified. Performance is evaluated fairly and objectively and discussed with each employee. An annual performance rating remains in effect until superseded by the next successive annual rating. There are 5 official performance ratings that may be assigned to the employee's level of performance as follows:

Outstanding - This rating is authorized when all aspects of an employee's performance or goals and objectives have exceeded the requirement for satisfactory performance and are sufficiently outstanding to deserve special commendation and recognition.

Excellent - This is authorized when the majority of the aspects of an employee's performance or goals and objectives are exceeded. Employee performance is of a quality clearly exceeding the requirement for a satisfactory rating.

Satisfactory - A satisfactory rating is authorized when the employee's performance meets, but does not exceed the aspects of performance or goals and objectives to the degree required for

a rating of excellent.

Minimally Satisfactory - The employee marginally meets the aspects of performance or goals and objectives and is often below the satisfactory level. The employee will be counseled on duty requirements and given the opportunity and necessary training to improve performance.

Unsatisfactory - An unsatisfactory rating is authorized when an employee's performance fails to meet the aspects of performance or goals and objectives for satisfactory performance, in spite of a written warning notice and effort by the supervisor to help the employee improve. This level may only be assigned after the supervisor has warned the employee, in writing about work performance that fails to meet the performance standards or goals and objectives. Action will be immediately taken to reassign or separate the employee.

HOLIDAYS

All regular full-time employees and regular part-time employees with a basic workweek of 5 or 6 days are entitled to holiday pay for all holidays.

Legal holidays observed are:

- First day of January
- Third Monday of January
- Third Monday of February
- Last Monday of May
- Fourth day of July
- First Monday of September
- Second Monday of October
- Eleventh day of November
- Fourth Thursday of November
- Twenty-fifth day of December

Any other day designated as a holiday by Federal statute or Executive order.

Note that four (4) of the ten (10) Holidays fall within the last quarter of the calendar year.

Please be safety conscious in all that you do during this time of the year. Drive to arrive alive and practice moderation in everything you do. You are valuable to the Fort Polk workforce and we want to see your smiling face back at work after each holiday.

ARTICLES FOR BULLETIN

If you have suggestions, topics or articles that you would like addressed in future bulletins, submit them to:

Civilian Personnel Advisory Center
NAF Branch
ATTN: Bill R. Chance
7041 Radio Road
Fort Polk, LA 71459

Or you can call 531-4955/6631. If at all possible, suggested topics will be addressed.

//ORIGINAL SIGNED//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

